



FINAL REVISION

15 November 1954

MEMORANDUM FOR: The CIA Selection Board

SUBJECT: Processing Applications for Membership in the Career Staff

- I. PROBLEM: To establish principles for the processing of applications for membership in the Career Staff and to provide the Executive Director of the CIA Selection Board with guidance so that he may establish specific procedures.
- II. ASSUMPTIONS: Subject to the provisions of Regulation it is assumed^{25X1} for the immediate future:
1. That the CIA Selection Board will make final decisions on all applications for membership in the Career Staff based, principally, on recommendations of the Heads of Career Services.
 2. That the recommendations of Heads of Career Services will be reviewed on behalf of the Board, from the Agency-wide point of view, by three-man Examining Panels which will make specific recommendations to the CIA Selection Board.
 3. That reviews of applicant's advisability into the Career Staff may differ in degree, according to Regulation but will not differ^{25X1} in kind.
 4. That the Panels of Examiners are, together with the Secretariat of the Board, the principal working arm of the Board.
 5. That in the case of certain applications, the CIA Selection Board will, itself, sit as the Examining Panel.

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II. FACTS:

1. On all except minor personnel actions, the concurrence of the Security Office is standard procedure. For example, Security Office concurrence is required for entrance on duty; for the issuance of Cryptographic Clearances, of SI Clearances and of Q Clearances; for transfer from Vouchered Funds to Confidential Funds; for assignment to an Overseas Station; for entrance into extra-CIA training; for the award of an honor or medal by the Director, etc.
2. On many types of personnel actions, concurrence of the Medical Office is standard procedure. This includes entrance on duty and assignment to certain kinds of activities, including, in every case, assignment to overseas duty.
3. The concurrence of the Office of Training is not required on personnel actions (except assignment to Agency-conducted training and to Agency-sponsored extra-CIA training). However, the advice of the Office of Training is widely sought on all manner of personnel actions through the medium, principally, of evaluations of performance of individuals during training activities and of assessment of an individual's suitability for, or adaptability to, a specified situation.
4. The Office of Personnel gives final approval on all official personnel actions and its advice and assistance through the medium of Placement Officer activities, recruitment, employee services, etc. is widely sought on all manner of personnel actions.
5. The Heads of Career Services have the responsibility for planning the

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careers of individuals and of making recommendations on many types of personnel actions. All persons eligible for membership in the Career Staff come under the jurisdiction of one Career Board or another.

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6. Regulation In connection with selection into the Career Staff, calls for the recommendation to the CMA Selection Board of an Examining Panel, which shall have available to it the recommendations of supervisors, the Head of the Career Service (Career Board), and all pertinent information from the Security Office, the Medical Office, the Office of Training and the Office of Personnel.
7. The Heads of the Career Services, through their Career Boards, are in the best position to make the principal recommendations for review by an Examining Panel for admission into the Career Staff of those persons for whom they have responsibility.

DISCUSSION:

1. If differences in kind are established for the review of applications, those persons placed in the more restrictive categories will be immediately identified, and their reputations and careers perhaps thereby damaged. It, therefore, becomes necessary to establish differences of degree rather than differences of kind.
2. With some persons eligible to apply for Career Staff membership as of this date, it is desirable to determine the degree of review to be accorded each application. The recommendations of the heads of Career Services in each case are needed. These recommendations could be as follows:
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Type A. Recommended for acceptance into the Career Staff.

Type B. Recommended that action be deferred and the reasons therefor.

Type C. Recommended that acceptance into the Career Staff be denied and the reasons therefor.

3. All of the three types of recommendations listed in paragraph 2 would be reviewed by an Examining Panel on behalf of the CIA Selection Board unless directed otherwise by the Board in a specific individual case. Such specific exception would be brought to the attention of the Board, itself, for decision by the Executive Director when so recommended by the Head of the appropriate Career Service, by the Security Office, or by the Medical Office.
4. The three types of recommendations listed in paragraph 2 would be handled as follows:

Type A. Advice by the Security Office that it interposes no objection. Abbreviated review by an Examining Panel. Decision by the CIA Selection Board.

Type B. Review of deferment recommendation by the Examining Panel. Decision by the CIA Selection Board.

Type C. Advice, together with pertinent information, from the Security Office, the Medical Office, the Office of Training and the Office of Personnel, mandatory. Review by the Examining Panel. Decision by the CIA Selection Board.

CONCLUSIONS:

1. That the types of recommendations described in paragraph IV 2. be adopted.

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2. That the types of recommendations described in paragraph IV 2. be handled as described in paragraphs IV 3. and 4.

I. RECOMMENDATIONS:

1. That the above conclusions be adopted.
2. That in every case the advice of the Security Office be requested before the CIA Selection Board makes its decision.
3. That the Heads of the Career Services be asked to specify, both in respect to recommendations on each individual that they have already sent to the CIA Selection Board, as well as in all future recommendations, which of the three types of recommendation are being made.
4. That the Heads of the Career Services be asked to be prepared to provide oral or written advice on the reasons for making recommendations in the case of Type B. and Type C. recommendations.
5. That the Executive Director of the CIA Selection Board be directed to develop the necessary forms and procedures to put these principles into effect.

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Executive Director
CIA Selection Board

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Chairman, CIA Selection Board

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